

Day 1

Tools for Ensuring Program Integrity Pilot Workshop Evaluation

Thank you for helping with our Pilot workshop of “Tools for Ensuring Program Integrity.” The guidance you provide will be invaluable, not only in the development of this course, but also in future class designs.

During the sessions, please be thinking about these workshop characteristics:

- The content – Do the activities include the information that is most supportive of your program integrity efforts? Should something be omitted or added?
- The activities – Are the directions given by the instructors clear? Are the activities’ learning/job aids (“props”) well designed? Are the activities informative? Are they appropriate to the content? Do the activities enhance your learning?
- The materials – Are the participant’s workbook, handouts, and job aids useful? Are they easy to read and understand? Are they applicable to the task at hand?
- The PowerPoint presentation – Were the slides useful? Understandable? Easy to read?
- The timing – Is enough time provided for each activity, so that participants are neither bored nor rushed?
- The pacing: Overall, how is the mix of quiet activities and interactive activities? Group activities and individual activities? Frequency of breaks?
- The organization – Overall, did the content flow in an orderly, logical manner?

At the end of each session, please take a moment to consider the your learning experience. For each item using a scale of 1 to 5 (with 1 being the worst and 5 being the best), circle the number that best reflects your opinion. The N is “not applicable.” Please comment to explain your answers. If you need more space for comments, please use the back of the page.

Day 1, Session 1: Getting Started

Welcome

	Best			Worst		
a. Is the appropriate information included?	5	4	3	2	1	N
b. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N

Meet Your Colleagues

	Best			Worst		
a. Is the activity appropriate to its purpose, an opportunity for participants to get acquainted?	5	4	3	2	1	N
b. <i>Are the instructions clear?</i>	5	4	3	2	1	N
c. Is the handout well designed?	5	4	3	2	1	N
d. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
e. Did the activity enhance your learning?	5	4	3	2	1	N

Draw a Circle

	Best			Worst		
a. Is the activity appropriate to its purpose, to demonstrate flexibility in practices and policies?	5	4	3	2	1	N
b. <i>Are the instructions clear?</i>	5	4	3	2	1	N
c. Is the Participant's Workbook page well designed?	5	4	3	2	1	N
d. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
e. Did the activity enhance your learning?	5	4	3	2	1	N

Day 1, Session 1 Comments:

Day 1, Session 2, Importance of Program Integrity

Discuss the Importance of Title IV Program Integrity

	Best			Worst		
a. Is the activity appropriate to its purpose, to consider the importance of Program Integrity?	5	4	3	2	1	N
b. <i>Is the content informative?</i>	5	4	3	2	1	N
c. Are the Participant's Workbook pages well designed?	5	4	3	2	1	N
d. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
e. Is the discussion valuable to you?	5	4	3	2	1	N

Define Program Integrity

	Best			Worst		
a. Is the activity appropriate to its purpose, to define program integrity?	5	4	3	2	1	N
b. <i>Are the directions clear?</i>	5	4	3	2	1	N
c. Is the Participant's Workbook page well designed?	5	4	3	2	1	N
d. <i>Is the activity informative?</i>	5	4	3	2	1	N
e. Is the amount of time allotted correctly?	5	4	3	2	1	N
f. <i>Did the activity enhance your learning?</i>	5	4	3	2	1	N

Share Best Practices to support Program Integrity

	Best			Worst		
a. Is the activity appropriate to its purpose, to share best practices?	5	4	3	2	1	N
b. <i>Is the Participant's Workbook page well designed?</i>	5	4	3	2	1	N
c. Is the activity informative?	5	4	3	2	1	N
d. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
e. Is the discussion valuable to you?	5	4	3	2	1	N

Discuss and demonstrate SFA Assessment Tool

	Best			Worst		
a. Is the activity appropriate to its purpose, to review the SFA Assessment tool?	5	4	3	2	1	N
b. <i>Is the content useful?</i>	5	4	3	2	1	N
c. Are the Participant's Workbook pages well designed?	5	4	3	2	1	N
d. <i>Are the PowerPoint slides well designed?</i>	5	4	3	2	1	N
e. Is the live demonstration helpful?	5	4	3	2	1	N
f. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
g. Is the discussion valuable to you?	5	4	3	2	1	N

Day 1, Session 2 Comments:

Day 1, Session 3: Electronic Forms

Refresh PINs Knowledge

	Best			Worst		
a. Is the activity appropriate to its purpose, to refresh our knowledge of PINs?	5	4	3	2	1	N
b. <i>Are the Participant's Workbook pages well designed?</i>	5	4	3	2	1	N
c. Is the activity informative?	5	4	3	2	1	N
d. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
e. Did the activity enhance your learning?	5	4	3	2	1	N

Discuss Electronic Forms

	Best			Worst		
a. Is the activity appropriate to its purpose, to discuss electronic forms?	5	4	3	2	1	N
b. <i>Are the Participant's Workbook pages well designed?</i>	5	4	3	2	1	N
c. Is the amount of time allotted correctly?	5	4	3	2	1	N
d. <i>Is the discussion valuable to you?</i>	5	4	3	2	1	N

Share Best Practices to use electronic forms

	Best			Worst		
a. Is the activity appropriate to its purpose, to share best practices?	5	4	3	2	1	N
b. <i>Is the Participant's Workbook page well designed?</i>	5	4	3	2	1	N
c. Is the activity informative?	5	4	3	2	1	N
d. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
e. Is the discussion valuable to you?	5	4	3	2	1	N

Discuss and demonstrate FAFSA on the Web electronic form

	Best			Worst		
a. Is the activity appropriate to its purpose, to review the FAFSA on the Web electronic form?	5	4	3	2	1	N
b. <i>Is the content useful?</i>	5	4	3	2	1	N
c. Are the Participant's Workbook pages well designed?	5	4	3	2	1	N
d. <i>Are the PowerPoint slides well designed?</i>	5	4	3	2	1	N
e. Is the live demonstration helpful?	5	4	3	2	1	N
f. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
g. Is the discussion valuable to you?	5	4	3	2	1	N

Day 1, Session 3 Comments:

Day 1, Session 4: Correction Integrity

Correct data problems using ISIR Comment Codes

	Best			Worst		
a. Is the activity appropriate to its purpose, to discuss using ISIR Comment Codes?	5	4	3	2	1	N
b. <i>Are the Participant's Workbook pages well designed?</i>	5	4	3	2	1	N
c. Are the ISIR Comment Codes grid and marker good learning aids for this activity?	5	4	3	2	1	N
d. <i>Is the ISIR Comment Codes Job Aid helpful?</i>	5	4	3	2	1	N
e. Are the directions clear?	5	4	3	2	1	N
f. <i>Is the activity informative?</i>	5	4	3	2	1	N
g. Is the amount of time allotted correctly?	5	4	3	2	1	N
h. <i>Did the activity enhance your learning?</i>	5	4	3	2	1	N

Correct problems using CPS data edits

	Best			Worst		
a. Is the activity appropriate to its purpose, to discuss using CPS data edits?	5	4	3	2	1	N
b. <i>Are the Participant's Workbook pages well designed?</i>	5	4	3	2	1	N
c. Is the CPS Edit Codes Job Aid helpful?	5	4	3	2	1	N
d. <i>Is the Tools/Resources and Their Locations activity informative?</i>	5	4	3	2	1	N
e. Is the amount of time allotted correctly?	5	4	3	2	1	N
f. <i>Did the activity enhance your learning?</i>	5	4	3	2	1	N

Discuss and demonstrate FAA Access on the Web

	Best			Worst		
a. Is the activity appropriate to its purpose, to review FAA Access on the Web?	5	4	3	2	1	N
b. <i>Is the content useful?</i>	5	4	3	2	1	N
c. Are the Participant's Workbook pages well designed?	5	4	3	2	1	N
d. <i>Are the PowerPoint slides well designed?</i>	5	4	3	2	1	N
e. Is the "live" demonstration helpful?	5	4	3	2	1	N
f. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
g. Is the discussion valuable to you?	5	4	3	2	1	N

Day 1, Session 4 Comments:

Day 1, Session 5: Student Eligibility Integrity

Discuss and demonstrate NSLDS Transfer Monitoring

	Best			Worst		
a. Is the activity appropriate to its purpose, to review the NSLDS Transfer Monitoring process?	5	4	3	2	1	N
b. <i>Is the content useful?</i>	5	4	3	2	1	N
c. Are the Participant's Workbook pages well designed?	5	4	3	2	1	N
d. <i>Are the PowerPoint slides well designed?</i>	5	4	3	2	1	N
e. Is the "live" demonstration helpful?	5	4	3	2	1	N
f. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
g. Is the discussion valuable to you?	5	4	3	2	1	N

Verify Student FAFSA

	Best			Worst		
a. Is the activity appropriate to its purpose, to discuss verifying student applicant data?	5	4	3	2	1	N
b. <i>Does the Verification Role Play reflect some of the issues facing FAAs?</i>	5	4	3	2	1	N
c. Are the Verification Case Studies good learning aids for this activity?	5	4	3	2	1	N
d. <i>Is the Verification Job Aid helpful?</i>	5	4	3	2	1	N
e. Are the directions clear?	5	4	3	2	1	N
f. <i>Is the activity informative?</i>	5	4	3	2	1	N
g. Is the amount of time allotted correctly?	5	4	3	2	1	N
h. <i>Did the activity enhance your learning?</i>	5	4	3	2	1	N

Discuss and demonstrate Student Eligibility Assessment

	Best			Worst		
a. Is the activity appropriate to its purpose, to review the Student Eligibility Assessment document on the SFA Assessment?	5	4	3	2	1	N
b. <i>Is the content useful?</i>	5	4	3	2	1	N
c. Are the Participant's Workbook pages well designed?	5	4	3	2	1	N
d. <i>Are the PowerPoint slides well designed?</i>	5	4	3	2	1	N
e. Is the "live" demonstration helpful?	5	4	3	2	1	N
f. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
g. Is the discussion valuable to you?	5	4	3	2	1	N

Discuss and demonstrate the Quality Analysis Tool

	Best			Worst		
a. Is the activity appropriate to its purpose, to review the Quality Analysis Tool?	5	4	3	2	1	N
b. <i>Is the content useful?</i>	5	4	3	2	1	N
c. Are the Participant's Workbook pages well designed?	5	4	3	2	1	N
d. <i>Are the PowerPoint slides well designed?</i>	5	4	3	2	1	N
e. Is the "live" demonstration helpful?	5	4	3	2	1	N
f. <i>Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
g. Is the discussion valuable to you?	5	4	3	2	1	N

Day 1, Session 5 Comments:

Day 1, Session 6: Powering Up

Identify Online Resources

	Best			Worst		
a. Is the activity appropriate to its purpose, to discuss available online resources?	5	4	3	2	1	N
<i>b. Are the Participant's Workbook pages well designed?</i>	5	4	3	2	1	N
c. Is the activity informative?	5	4	3	2	1	N
<i>d. Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
e. Did the activity enhance your learning?	5	4	3	2	1	N

Finding resources on the SFA Schools Portal

	Best			Worst		
a. Is the activity appropriate to its purpose, to practice finding resources on the SFA Schools Portal?	5	4	3	2	1	N
<i>b. Are the Participant's Workbook pages well designed?</i>	5	4	3	2	1	N
c. Are the SFA School Portal, question cards, and marker good learning aids for this activity?	5	4	3	2	1	N
<i>d. Are the directions clear?</i>	5	4	3	2	1	N
e. Is the activity informative?	5	4	3	2	1	N
<i>f. Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
g. Did the activity enhance your learning?	5	4	3	2	1	N

Discuss and demonstrate using the SFA Schools Portal

	Best			Worst		
a. Is the activity appropriate to its purpose, to demonstrate searching and customizing the SFA School Portal?	5	4	3	2	1	N
<i>b. Is the content useful?</i>	5	4	3	2	1	N
c. Are the Participant's Workbook pages well designed?	5	4	3	2	1	N
<i>d. Are the PowerPoint slides well designed?</i>	5	4	3	2	1	N
e. Is the live demonstration helpful?	5	4	3	2	1	N
<i>f. Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
g. Is the discussion valuable to you?	5	4	3	2	1	N

Discuss and demonstrate Information for Financial Aid Professionals

	Best			Worst		
a. Is the activity appropriate to its purpose, to review resources on IFAP?	5	4	3	2	1	N
<i>b. Is the content useful?</i>	5	4	3	2	1	N
c. Are the Participant's Workbook pages well designed?	5	4	3	2	1	N
<i>d. Are the PowerPoint slides well designed?</i>	5	4	3	2	1	N
e. Is the "live" demonstration helpful?	5	4	3	2	1	N
<i>f. Is the amount of time allotted correctly?</i>	5	4	3	2	1	N
g. Is the discussion valuable to you?	5	4	3	2	1	N

Day 1, Session 6 Comments:

Overall Day 1

	Best			Worst		
a. Is the pacing of the day a good mix of quiet and interactive activities?	5	4	3	2	1	N
b. <i>Is the pacing of the day a good mix of group and individual activities?</i>	5	4	3	2	1	N
c. Are the breaks placed well in the flow of activities?	5	4	3	2	1	N
d. <i>Is the organization of the information logical?</i>	5	4	3	2	1	N
e. Do you enjoy this interactive style of training, as opposed to lecture?	5	4	3	2	1	N

Overall Comments:

Thank you for your help with Day 1!

See you tomorrow!